

## PLANNING AND DEVELOPMENT DEPARTMENT

### VARIANCE SUBMITTAL REQUIREMENTS

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**ASSESSOR'S PARCEL MAP:** A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at ([www.co.clark.nv.us](http://www.co.clark.nv.us)).

**FEES:** \$250 plus \$150 for notification and advertising costs

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (18 folded and 1 rolled, colored)\* Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. **Colors to Use:** residential buildings-YELLOW; multi-family buildings-ORANGE; commercial buildings-PINK; landscaping-GREEN; pavement-GRAY; industrial building-PURPLE; public building-BLUE. Site Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> PARKING ANALYSIS          |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS            | <input type="checkbox"/> BUILDING SIZE (SQ. FT.)   |
| <input type="checkbox"/> STREET NAMES              | <input type="checkbox"/> VICINITY MAP               | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.)   |
| <input type="checkbox"/> PARKING SPACES            | <input type="checkbox"/> NORTH ARROW                | <input type="checkbox"/> F.A.R. (FLOOR AREA RATIO) |
| <input type="checkbox"/> INGRESS/EGRESS            | <input type="checkbox"/> SCALE                      | <input type="checkbox"/> DENSITY                   |

\* **Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).**

**BUILDING ELEVATIONS (IF APPLICABLE):** (2 folded/1 rolled, colored) Draw and make legible: all sides of all buildings on site. **Photographs may be submitted for existing projects only when no outside changes are proposed.** Building Elevations must include:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
|---|---|---|

**FLOOR PLAN (IF APPLICABLE):** (1 folded/1rolled) Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ENTRANCES/EXITS | <input type="checkbox"/> MAXIMUM OCCUPANCY (PER U.B.C.)     | <input type="checkbox"/> ROOM DIMENSIONS/SCALE |
| <input type="checkbox"/> USE OF ROOMS    | <input type="checkbox"/> SEATING CAPACITY (WHEN APPLICABLE) | <input type="checkbox"/> NORTH ARROW           |

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.